

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOE7705065**
POSITION NO: 946923
CLASS CODE: 3650

Date Posted: 12/27/11
Closing Date: 01/10/12

POSITION TITLE: **Head Start Parent Involvement Coordinator****
DEPARTMENT NAME: Division of Dine Education/Navajo Head Start
DEPARTMENT NO: 770 WORKSITE LOCATION: Gallup, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: V62A
Days: Monday - Friday Permanent: ☒
Hours: 8:00 am - 5:00 pm Temporary: ☐ SALARY: \$ 33,633.60 Per Annum
Part-Time: ☐ No. of Hrs/Wk: \$ 16.17 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, coordinates and implements program activities, including training for parents on child development concepts, formulating goals and policies designed to implement parent involvement objectives, and developing and implementing a monitoring and evaluation system for parent involvement activities; coordinates planning with the policy council, parents, community and center staff; identifies, informs and assists parents in utilizing education and training opportunities; assists teachers in scheduling meetings with parents to discuss the child's physical, social/emotional and intellectual progress; encourages, supports and provides technical assistance to parent interest groups in addressing community needs; prepares required reports.

Facilitates direct involvement of parents in program planning, implementation and evaluation, decision-making responsibilities and active participation in the classroom; assists in recruiting, training, assigning and scheduling parent volunteers; consults with administrators and staff to determine program needs for various volunteer services; orientates and trains parent volunteers; visits centers to update all teachers, staff and parents on upcoming meetings, training, events and conferences; transports or makes travel arrangements for parents to participate in meetings or conferences; conducts home visits to inform parents of upcoming events or program progress.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate degree in Social Services, Education or related field; and

Experience:

Two (2) years of responsible family social services or community experiences; or an equivalent combination of education, training and experience which provides the capabilities to perform the describe duties. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation rules, regulations, mandates, policies and procedures related to Head Start Parent Involvement Programs; knowledge of Navajo culture and its influence on the daily lives of the children and family; knowledge of recruiting and training parents; knowledge of adult education and presentation methods and practices; knowledge of policies and practices for Parent Representatives and Committee Officers; knowledge of record keeping and file maintenance methods and practices; skill in planning and providing parental involvement information to families with children ages three through five years; skill in working with parents, grandparents and volunteers in providing and meeting children's needs; skill in overseeing, monitoring and directing staff in providing recruitment information to participant families; skill in maintaining accurate and current records and reports; and skill in establishing and maintaining effective working relationships with others.

License/Certification Requirements:

Must pass a criminal background check, fingerprinting and employee assessment prior to employment; must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a current First Aide Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit, and complete Supervisory Management Training. Some positions may require a commercial driver's license.

UNION POSITION**

"VETERANS' PREFERENCE APPLIES"

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99